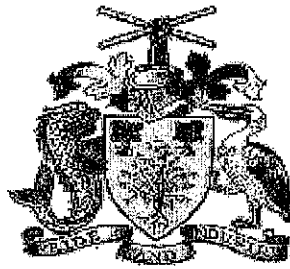


**Procedures For The Accreditation of Ambassadors  
and High Commissioners to Barbados**





Barbados is a constitutional monarchy with a parliamentary system of Government. The Head of State of Barbados is Her Majesty Queen Elizabeth The Second.

Her Majesty's representative in Barbados is the Governor-General.

### **Agrément**

1. Requests for agrément should be made in writing to the Ministry of Foreign Affairs of Barbados
2. Agrément is normally granted within six weeks of a request being received.

Ambassadors (or High Commissioners of a Republic within the Commonwealth) present Letters of Credence to the Governor-General. The letters of Recall of the predecessor should be presented at the same time.

The Office of Protocol will arrange with Government House a suitable time for the presentation of the Letters of Credence. The ceremony for presentation of credentials normally takes place on Tuesdays or Thursdays in the morning.

Letters of Credence and recall should be addressed as follows:

“To Her Majesty Elizabeth The Second, by the Grace of God, Queen of Barbados and of Her other Realms and Territories, Head of the Commonwealth.”

**Copies d’Usage of Letters of Credence and Recall together with English translations, where appropriate, should be forwarded to the Office of Protocol at least one month in advance of presentation of credentials.**

### **Precedence**

The precedence of Ambassadors/High Commissioners (whether resident or non-resident) is determined by the date of presentation of Letters of Credence.

The Dean of the Diplomatic Corps is the most senior resident Ambassador/High Commissioner.

### **Dress**

The appropriate dress for the Presentation Ceremony is dark business suit/national dress. Ladies: business suit/national dress or short dress (without gloves or hat).

### **Arrival**

The Office of Protocol will meet all Ambassadors/High Commissioners on first arrival. Honorary Consuls may also greet the new Ambassador/High Commissioner.

The travel details of the Ambassador/High Commissioner should be conveyed to the Office of Protocol as early as possible, and no later than three working days before the estimated time of arrival.

The Office of Protocol will arrange for the Ambassador/High Commissioner to call on the Chief of Protocol. This call should take place within a few days of arrival.

The Government of Barbados will provide non-resident Ambassadors/High Commissioners with an official car and driver for official engagements during first (accreditation) and final (farewell) visit.

### **Car Pennant**

Ambassadors/High Commissioners are requested to provide a car pennant.

### **Participation in the Ceremony for the Presentation of Credentials**

The Ambassador/High Commissioner and spouse may be accompanied by up to two members of the Mission, but spouses of the latter are not included. An Honorary Consul may accompany a non-resident Ambassador/High Commissioner on presentation of credentials. The names of accompanying persons should be submitted to the Office of Protocol in advance.

### **Ceremony for the Presentation of Credentials**

The Chief of Protocol will inform the Ambassador/High Commissioner of the time when an Aide-de-Camp (ADC) will call to take him/her to Government House.

A car will be provided for the Ambassador/High Commissioner. It will be the responsibility of the Ambassador/High Commissioner to provide a car for

members of the staff if they are to accompany him to Government House.

An Aide-de-Camp (in uniform) will drive to the hotel, residence or mission of the Ambassador/High Commissioner to take him to Government House.

The Aide-de-Camp will ensure that the flag of the country concerned has been placed on the bonnet flagstaff of the car before leaving the hotel, residence or mission.

The Aide-de-Camp will invite the Ambassador/High Commissioner to enter the car and will himself ride next to the driver.

### **Arrival at Government House**

On arrival at Government House, the sentry will present arms as the car passes the gate.

The Chief of Protocol will meet the Ambassador/High Commissioner at the door and will present the Governor-General's Aide-de-Camp.

The Chief of Protocol (at the invitation of the ADC) will escort the Ambassador/High Commissioner and any accompanying staff to the drawing room. The photographer will be admitted.

The Chief of Protocol formally presents the Ambassador/High Commissioner to the Governor-General.

The Ambassador/High Commissioner reads a brief address of not more than one minute prior to presenting the Letters of Credence. (The Office of Protocol would have obtained a copy of the address ten days prior to the presentation.)

The Governor-General will receive the Letters of Credence and hand them to the Private Secretary.

The Governor-General will then make his reply and formally welcome the Ambassador/High Commissioner.

The Ambassador/High Commissioner will then introduce his spouse and the members of his staff to the Governor-General.

**An official photograph of the Governor-General and Ambassador/High Commissioner will be taken.**

The Private Secretary will withdraw.

When the formalities have been completed, the Governor-General will invite the Ambassador or High Commissioner and his party to sit. Refreshments will be served.

The ADC will withdraw to the north alcove.

**The call will last 20 minutes.**

**GIFTS ARE NOT EXCHANGED.**

The ADC will approach signalling the end of the call.

The Governor-General will stand. The Ambassador/High Commissioner and other members of the group will also stand in preparation for departure.

The Ambassador/High Commissioner will take leave of the Governor-General.

Accompanying staff and Chief of Protocol will leave.

The Ambassador/High Commissioner will be invited by the ADC to sign the visitors' book.

The sentry at Government House will present arms as the car leaves.

## **CALLS**

The Office of Protocol will arrange calls on the following persons:

1. Prime Minister
2. Minister of Foreign Affairs
3. Other Ministers (as requested)
4. Leader of the Opposition
5. Dean of the Corps

*Office of Protocol*  
*August 20, 2002*